

Cover Sheet and Instructions

APPROVED DOCUMENT—This document is approved by the Office of the President and Office of the General Counsel for use by the Facility.

PURPOSE OF DOCUMENT:	Serves as a publishable notice soliciting competitive bids for a project; provides bidders with basic project information and University requirements related to bidding; meets the Public Contract Code requirement to inform bidders of the project.					
CROSS-REFERENCES TO FACILITIES MANUAL (FM):	FM4[!]:4.4.2					
CONTENTS:	Advertisement for Bids (RFP, Advertisement for Prequalification)					
FOR USE WITH: <i>(check if applicable)</i>	<input checked="" type="checkbox"/>	Long Form (LF)	<input checked="" type="checkbox"/>	Brief Form (BF)	<input checked="" type="checkbox"/>	Multiple Prime (MP)
	<input checked="" type="checkbox"/>	Design Build (DB)	<input checked="" type="checkbox"/>	CM at Risk (CM)	<input checked="" type="checkbox"/>	Job Order Contract (JOC)
	<input checked="" type="checkbox"/>	Mini Form (MF)				
COMPLETED BY:	<input checked="" type="checkbox"/>	Filling In	<input checked="" type="checkbox"/>	Adding Text		No Data Required
ITS USE IS:	<input checked="" type="checkbox"/>	Required		Optional		

*As determined by the University.

Completion Instructions:

1. Notes, suggested text, instructions and other information is formatted using the following methods: Hidden text within brackets. Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.

Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.

Suggested text is shaded in gray without brackets (see Modifications and Additions below.)

2. **Licensing.** Insert the appropriate license classification and code. In most cases, the classification will be "General Building" and the code will be "B." On projects that do not include work on a building (e.g. road work), the classification would be "General Engineering" and the code would be "A." On projects that may be bid by specialty classifications, a Facility may also elect to list the classification and the "C" code for the specialty(ies) in addition to the "A" or "B" code and classification. If the Facility is unsure about which classification and code to list, contact the Contractor's State License Board for assistance in evaluating the appropriate classification(s).

3. **Estimated construction cost.** It is recommended (but not required) that an estimated construction cost be provided to Bidders to eliminate the need for Bidders to make inquiries on this subject. Please also note that if the cost estimate is uncertain, a cost range may be used as in the following example: Estimated construction cost: \$100,000 - \$140,000

Modifications and Additions:

Revised Equal Employment Opportunity and non-discrimination language added.
Language added that contract work is a public work subject to Labor Code sec. 1771.

Comments:

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.

2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

3. **Assignment of contracts.** When an assignment of one or more contracts pursuant to separate Assignment Agreements is anticipated (see **FM4[I]:5.4.4**), modify the Advertisement for Bids as follows:

In the potential **assignee's** Advertisement for Bids: Add text in "Description of Work" of the potential assignee's Advertisement for Bids that addresses the assignment. Use the following sample text for guidance:

"The Work of this Project is divided into Multiple Bid Packages. The Work of this Bid Package Number { } consists of {describe}

The following Bid Packages have been awarded:

Bid Package Number { }, Structural Steel

Bid Package Number { }, Elevators

Bid Packages numbers { }, and { } will be assigned to the Contractor."

In the potential **assignor's** Advertisement of Bids, no additional text is required.

See also the Supplementary Instructions to Bidders for required modifications to that document.

4. **Bidder Prequalification.** When bidder prequalification is used, use the Advertisement for Contractor Prequalification (**FM5:RD2.1**) for the purpose of receiving prequalification documents (see **FM5[I]:4.3.2** for guidance) to be followed by the Advertisement for Bids (After Prequalification) for the purpose of receiving bids.

5. **Bidder Qualification.** When bidder qualification is used, modify the Advertisement for Bids as directed in **FM5[I]:4.4.2** and as shown in **FM5:RD2.6**.

6. **Federal Grants.** For projects receiving federal grant funding, add a sentence stating the amount of federal funds that will be used to finance the project and express this amount as a percentage of the total project cost (see **FM4[I]:5.3.1**). Include this information as a Project-specific item on page 2.

7. **Phased Construction.** When phased construction is used (see **FM4[I]:5.4.15**), supplement the "Description of Work" by stating the number of phases and briefly describing the requirements of each phase. Use the following sample text for guidance:

"The Work of this Project is divided into { } Phases.

The Work of Phase 1 consists of (describe the Work).

The work of Phase 2 consists of (describe the Work).

Continue with as many Phases as are required."

When a Project is Phased, each Phase must have a separate number of days for completion of the Phase, and each Phase must have its own Liquidated Damages (see also the Supplementary Instructions to Bidders). July 8, 2011 Advertisement for Bids Cover Sheet and Instructions LF: AFBCS 3

8. **Separate Contracts.** When separate contracts are used (see **FM4[I]:5.4.17**), add text to the "Description of Work" that addresses the separate contracts. Use the following sample text for guidance:

"Separate contracts have been awarded for the various elements of the Project Work. The Work required by this Contract will be Phase { } of the Project which will consist of landscape planting and irrigation work. The separate contracts comprising the Project shall be phased, with separate liquidated damages provisions for each. University's Representative will coordinate the separate contracts, working within the framework of the Contract Schedule."

9. **Contractor's Statement of Experience and Financial Condition.** When the Contractor's Statement is required add the following:

"Bidder must submit a Statement of Experience and Financial Condition for the most recently completed fiscal year with its Bid Form".

Comments:

1. **Advertisement.** Public Contract Code Section 10502, Public Notice to Bidders, requires The Regents to give public notice of construction projects (see **FM5[I]1.1**). The Code requires the notice (Advertisement For Bids) to state the time and place for receiving and opening sealed bids, to describe in general terms the work to be done, and describe the delivery method. The opening paragraph of the Advertisement For Bids provides a space for the delivery method such as Complete Plans and Specifications (Lump-sum), Cost-Plus, Construction Manager, or Design-Build.

2. **Phased Construction.** Experience has shown that the more Phases used in a Project the less likely the Project will be completed on time and within budget. It is recommended that Projects have as few phases as possible. A lesser number is more manageable and more likely to be completed successfully.

3. **Equal Employment Opportunity.** Equal Employment Opportunity language added to Advertisement.

ADVERTISEMENT FOR DESIGN BUILDER PREQUALIFICATION

Subject to conditions prescribed by the University of California, {FACILITY NAME}, responses to the University's prequalification documents for a Design Build contract are sought from proposers for the following project:

Project Number: { }

UNIVERSITY OF CALIFORNIA, {FACILITY NAME}

PREQUALIFICATION OF PROSPECTIVE PROPOSERS

The University's primary objective in utilizing the design build approach is to bring the best available integrated design and construction experience to this project. The University has determined that proposers who submit proposals on this project must be prequalified. Prequalified proposers will be required to have the following California contractor's license:

{LICENSE CLASSIFICATION}, {LICENSE CODE}

GENERAL DESCRIPTION OF WORK

PROCEDURES

The prequalification process will be conducted in two steps and will result in the selection of finalists who will be prequalified and will be issued proposal documents for this Project. The prequalified proposers will submit price and technical proposals. The technical proposals will be scored according to an established scoring system. The price will be divided by the score to determine a price per technical point. The prequalified proposer submitting the lowest price per technical point will be the apparent low proposer for the Project.

Level I will be the submittal of prequalification documents described in more detail below. After receipt of the prequalification documents, the University will review and determine a preliminary point score for each submittal. Requests for clarifying information and additional data will be made at this time, if required. After receipt and review of the clarifications and additional data each prequalification submittal will receive a final point score.

Scoring of proposers for this first Level will be determined by the application of an established rating system to the following information (detailed submittal requirements are contained in the Prequalification Questionnaire):

A proposer who receives {NUMBER} or more points out of a possible {NUMBER} points based on the established rating system will be invited to participate in the Level II Interview step. A proposer who

receives {NUMBER} or fewer points **OR** who falls under *any* of the following categories, will be excluded from further consideration in the prequalification process and from participating in the Level II Interview:

Level II will be the Interview. Proposers will be notified whether or not they have been selected for Level II Interview. The results of the Level II Interview will be separately scored based on an established rating system. Proposers receiving {NUMBER} or more points out of a possible {NUMBER} points based on the established rating system will be issued proposal documents.

Level II Interview will address the items contained in the Level II Interview Requirements Document. Prior to the Level II Interview, the University may supplement these requirements:

Proposers will be notified whether or not they have been prequalified after the University evaluates the results of the Level II Interview.

PREQUALIFICATION SCHEDULE

On {DATE}, a single set of prequalification documents will be issued to intending proposers at:

{OFFICE}
UNIVERSITY OF CALIFORNIA, {FACILITY NAME}

{ADDRESS}
{CITY}, {STATE} {ZIP CODE}

{TELEPHONE NUMBER}

On {DATE}, completed prequalification documents will be received at:

{OFFICE}
UNIVERSITY OF CALIFORNIA, {FACILITY NAME}

{ADDRESS}, {ROOM NUMBER}
{CITY}, {STATE} {ZIP CODE}

{TELEPHONE NUMBER}

No prequalification documents will be accepted after {TIME}. However, the University reserves the right to request, receive, and evaluate supplemental information after the above time and date at its sole determination. Successful proposers will be notified of date and time of Level II Interview.

Interviews will be conducted at:

{OFFICE}
UNIVERSITY OF CALIFORNIA, {FACILITY NAME}

{ADDRESS}
{CITY}, {STATE} {ZIP CODE}

{TELEPHONE NUMBER}

PROPOSAL SCHEDULE

Following is the anticipated proposal schedule:

1. Proposal Documents available to the prequalified proposers - {DATE}.
2. Proposals received - {DATE}.
3. Proposals evaluated and the apparent low proposal determined - {DATE}.

The exact dates, times, and location will be set forth in an "Announcement To Prequalified Proposers."

The University reserves the right to reject any or all responses to Prequalification Questionnaires and any or all proposals and to waive non-material irregularities in any response or proposal received.

Proposal Security in the amount of 10% of the lump sum price proposal, excluding alternates, shall accompany each proposal. The surety issuing the Bid Bond shall be, on the proposal deadline, listed in the latest published State of California, Department of Insurance, list of "Insurers Admitted to Transact Surety Insurance in this State."

All insurance policies required to be obtained by Proposer shall be subject to approval by University for form and substance. All such policies shall be issued by a company rated by Best as A- or better with a financial classification of VIII or better, or have equivalent ratings by Standard and Poor's or Moody's. The Certificate of Insurance shall be issued on the University's form.

Prospective proposers desiring to be prequalified are informed that they will be subject to and must fully comply with all of the proposal conditions including 100% payment and 100% performance bonds.

All information submitted for prequalification evaluation will be considered official information acquired in confidence, and the University will maintain its confidentiality to the extent permitted by law.

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Each Proposer may be required to show evidence of its equal employment opportunity policy. The successful Bidder and its subcontractors will be required to follow the nondiscrimination requirements set forth in the Bidding Documents and to pay prevailing wage at the location of the work.

The work described in the contract is a public work subject to section 1771 of the California Labor Code.

Project Name: { }

Project No. { }

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA
University of California, { FACILITY NAME }
{ DATE }